

General Requirements Based on 37A-2-142

***Airline/Railroad, Employee, Charitable Event, Special Event Excluded**

Applicants must submit the following documentation for their application to be considered:

1. Proof of Ad Valorem Tax Payment

Tax receipt(s) showing payment of real and personal property taxes, as applicable. Tax exempt organizations may supply the IRS tax exemption letter in place of the tax receipt.

2. Zoning Compliance Certification

A certificate issued by the applicable municipality or county verifying the proposed premises comply with all zoning ordinances, if applicable.

3. Fire, Safety, and Health Compliance

A certificate of compliance confirming the premises meet all applicable fire, safety, and health codes, if applicable.

4. Premises Control Documentation

Deed, lease, purchase agreement, or management agreement for the licensed location.

5. Proof of Liability Insurance

Documentation evidencing liability insurance coverage for bodily injury and property damage.

6. Proof of Publication

Applicants for original brewer, distiller, winemaker, rectifier, wine and spirits wholesaler, beer distributor, mixed beverage, beer and wine, caterer, retail spirits, retail wine or retail beer licenses shall submit proof of publication from a local newspaper per 37A-2-141.

7. Location Diagram

A diagram of the premises to be licensed. Blueprints are NOT acceptable.

Entity-Specific Documentation

In addition to the general requirements, applicants must submit the documents listed below based on entity type.

Note: If any member or manager is an LLC, corporation, or partnership, all required documents for that entity must also be provided

Individual / Sole Proprietor

- Individual History Form

Limited Liability Company (LLC)

- Individual History Forms for all members and managers
- Certificate of Good Standing (Oklahoma Secretary of State)
- Articles of Organization
- Operating Agreement, including ownership interest percentages

Corporation

- Individual History Forms for all officers, directors, and stockholders owning 15% +
- Certificate of Good Standing (Oklahoma Secretary of State)
- Certificate of Incorporation
- Meeting minutes documenting the election of officers and directors

Partnership (General or Limited)

- Individual History Forms for all partners
- Partnership agreement identifying partners and ownership interests
- Certificate of Partnership (Oklahoma Secretary of State)

Tribe or Tribal Corporation

- Individual History Forms for each officer, director, or committee member
- Meeting minutes documenting the election of officers and directors
- Tribal Gaming Compact, including letter of approval
- Tribal ordinances regarding alcohol from the Secretary of State

Organization (Charitable or Tax-Exempt)

- Individual History Form for an officer
- IRS tax-exempt determination letter or other verification of tax-exempt status
- Meeting minutes documents the election of officers and directors

Municipal Trust

- Individual History Forms for each trustee or officer
- Copy of the Municipal Trust document authorizing trustees and/or members

State Agency

- Individual History Forms for each member or officer of the agency administration
- List of designated administrators